




HOMEPORT

U.S. Department of Homeland Security
UNITED STATES COAST GUARD

TWIC New Hire Provision - Fast Facts

The TWIC New Hire Provision will soon be available for MTSAs regulated vessels and facilities. Owners, Operators, Company Security Officers, Vessel Security Officers or Facility Security Officers will need to register on Homeport in order to be able to enter new hire information, if they do not already have a Homeport login account. If you need assistance with registering for Homeport or have account questions, contact your local Captain of the Port Homeport Registration Approver.



United States Coast Guard
Department of Homeland Security

TWIC New Hire Submission Form
Please fill out all required fields. (*)

Select Vessel*:

Vessel Name	VIN	Type
<input type="checkbox"/> SANDSHARK	645540	Offshore Supply Vessel
<input type="checkbox"/> TIGER SHARK	1116895	Offshore Supply Vessel

First Name*: Must exactly match TWIC application.

Middle Name*: Must exactly match TWIC application.

Last Name*: Must exactly match TWIC application.

SSN: ex. 123456789

DOB*: Must exactly match TWIC application.

Employer: USCG

Submitter 24 Hr Contact: - - ext.

TWIC Enrollment Date*: Must exactly match TWIC application.

Applicant ID: From TWIC Pre-enrollment form, if completed.

Disclaimer

To the best of my knowledge, the person being considered for New Hire status meets the criteria described in 33 CFR parts 104.267, 105.257, or 106.262. I also acknowledge that the requirements described in 33 CFR parts 104.267, 105.257, or 106.262 will be followed should the person be granted New Hire status.

I agree to the conditions of the disclaimer listed above

TWIC New Hire Submissions:

After logging into Homeport, a new TWIC New Hire Provision Block will be available on the My Homeport Tab. To submit an employee for the TWIC New Hire Provision select “Submit TWIC New Hire Form” and complete the information on the submission screen. The process is repeated for each employee being submitted for the TWIC New Hire Provision.


TWIC New Hire Provision

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[TWIC New Hire Requests](#) [TWIC Reference](#) [help](#)

Submit TWIC New Hire Request

Name	Action	Status	Employer	Expire Date
TWO TEST USER	EDIT X	Resubmit	USCG	10/23/2008
THREE TEST USER	EDIT X	Card Activated	USCG	11/08/2008
FIVE TEST USER	EDIT X	Resubmit	USCG	12/08/2008
ONE TEST USER	EDIT X	Resubmit	USCG	12/22/2008



The Statuses:

- A **Resubmit** status indicates their information was matched incorrectly. This may be due, in part, to spelling errors or invalid dates.
- An **In Progress** status indicates the TWIC application is still being processed. After 90 days in the **In Progress** status, the new hire reverts to the **Resubmit** status.
- A **Passed** status indicates the employee is accepted as a TWIC New Hire.
- A **Card Activated** status indicates that the employee’s TWIC has been activated and is no longer considered a TWIC New Hire.